



The  
**GLOUCESTERSHIRE  
BUSINESS SHOW**  
in association with **nettl**  
*of Gloucester & Cheltenham*  
Gloucestershire's festival of business

16 and 17 May 2018

The Centaur - Cheltenham Racecourse

## EXHIBITOR INFORMATION - ESSENTIALS



## Key information and guidance for GBS18 exhibitors



CountyBusinessShows



BizShowGlos | #GBS18



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[www.gloucestershire-business-show.co.uk](http://www.gloucestershire-business-show.co.uk)



## Exhibitor Pack – Essentials

This document provides the essential information that you and your exhibiting team need to know about the show. There are key dates by which items must be returned and booked, timings and contacts. Full exhibitor information is held in the Full Exhibitors Pack which you will have been sent and is also available on the website login area.

If you have any questions not covered in this pack, please do not hesitate to contact us at [exhibitors@business-shows.co.uk](mailto:exhibitors@business-shows.co.uk)

## THE MAIN DEADLINE – 20 APRIL

- IMPORTANT - Send exact wording for your shell scheme fascia board
- IMPORTANT - Complete and return your risk assessment
- IMPORTANT - Send a copy of your Public Liability Insurance
- Register all stand staff
- IMPORTANT - Ensure that all your electrical equipment has an up to date “Portable Appliance Test” (PAT) Certificate.
- Book stand furniture
- Book places on special events
- Invite your clients, prospects, suppliers, contacts
- Add GBS18 footer to your team’s emails

## YOUR EXHIBITION STAND

- Where you have a shell scheme, a shell scheme stand with male Velcro compatible walling - Polyweave panels that are 2.44m high with aluminium support - Please treat panels with care to avoid damage and only Velcro fixings are permitted.
- Fascia name board to the front (and one to the side for corner locations)
- 1 x 500w Power point
- 1m track and 2x 250w spotlights
- Standard racecourse carpet flooring
- Your stand space does NOT include any furniture.
- All stands are shell scheme unless otherwise agreed in advance.



## TIMINGS

### Access to the Centaur

#### Stand build

- 14:00 until 20:00 on Tuesday 15 May 2018
- Your stand should be set up on Tuesday 15 May; high risk items and small last minute items that complete your set up can be brought on Wednesday 16 May.
- Stands must be complete by 09:15 on Wednesday 16 May.

#### Exhibition opening times

Wednesday 16 May 09:30-16:00\*

Thursday 17 May 09:30-16:00

*\*On Wednesday 16 May, no further delegate entries will be permitted after 16:00 but exhibitors may remain onsite until 17:00 to make connections with other exhibitors.*

#### Stand breakdown

- 16:00 to 18:00 on Thursday 17 May.
- All stands and contents must be cleared offsite by 18:00
- CBS and Cheltenham Racecourse are not responsible for any items at any time.
- Items not removed by 18:00 on 17 May may be destroyed.
- Exhibitors are requested to remove ALL rubbish from the building by 18:00 to avoid cleaning costs.

PLEASE NOTE: All stands MUST remain intact until the exhibition has closed at 16:00 on Thursday 17 May. The exhibition is for two days. Breaking down early will breach your terms and conditions, venue health and safety regulations and is disrespectful to and can also hinder the quality of the event for other exhibitors and delegates. Any exhibitors who break down early may not be permitted to exhibit at future events and could be fined.



## CONTACTS

All general exhibitor enquiries – [exhibitors@business-shows.co.uk](mailto:exhibitors@business-shows.co.uk)

### Venue Address

The Centaur, Cheltenham Racecourse, Evesham Road, Cheltenham, GL50 4SH

### Enquiries & stand supplier enquiries desk

If you have any questions or problems whilst onsite, you should come here first. This will be your first point of contact. Management will always be contactable through here. Located in the Centaur Foyer:

Tuesday 15 May	14:00 – 20:00
Wednesday 16 May	07:00 – 18:00
Thursday 17 May	07:00 – 19:00

## EXHIBITOR ENTRY AND WEBSITE

### Exhibitor name badges and entry

All exhibitors are required to register their staff for entry to the Gloucestershire Business Show 2018. You can do this via the website (same as delegate registration). Badges will be available for collection on set up day. Please wear them at all times whilst on site.

### Website and Event Programme details

Our Website will list exhibitors, partners and sponsors as we lead into the event. Your listing will be uploaded your business name and a default graphic. A log in will be made available for you to upload your preferred logo graphic a revised business name if appropriate and 50 words of description about your business.

We will also ask you to upload the key documents, certificates and information that we have asked for.

### Full Exhibitor Information

The full exhibitor pack has information for all aspects of the show including food, security, parking and much more. This pack will have been sent out with your welcome email.

